

Atrium Health Navicent Summary of Benefits at End of Employment

Benefit	Continued Coverage	What to Expect	Action Needed (Your Responsibility)
HEALTH & WELLNESS			
Medical Insurance/ Prescription Drug Plan CarolinaCARE	18 months COBRA coverage available for all covered persons	Information regarding continuing coverage, and cost, mailed from UnifyHR within 30 days of the last day of coverage. You may continue prescription drug coverage while on COBRA including mail order (CarolinaCARE). Last day of coverage ends on the final day of employment. Alternatively, you may also contact www.healthcare.gov or 800-318-2596 for information on the Healthcare Marketplace insurance plans.	Return completed COBRA election form to: UnifyHR P.O. Box 143005 Irving, TX 75014 Phone: 800-519-8366 Contact CarolinaCARE www.CarolinaCARERX.org or 866-697-6800
Dental Insurance	18 months COBRA coverage available for all covered persons	Information regarding how to continue coverage, and cost, mailed from UnifyHR within 30 days of last day of coverage. Last day of coverage ends on the final day of employment.	
Vision Insurance	Available through Community Eye Care	Information available <i>upon request</i> . Last day of coverage ends on the final day of employment.	Contact Community Eye Care to enroll: www.cecvision.com or 888-254-4290
Flexible Spending Accounts (FSA)	Available via COBRA through current year-end	You may file claims up to 120 days following your employment end date for expenses incurred through separation date.	Contact Bank of America for balance information at www.bankofamerica.com/benefitslogin or 866-731-4206
Healthcare Savings Account (HSA)	Your account is "portable"	Your account will be transitioned to a consumer retail account and a new debit card will be issued. You may continue to contribute if you are enrolled in a high deductible health plan.	
LiveWELL Incentive HRA	Ends at midnight on the separation date	You may file claims up to 120 days following your employment end date for expenses incurred through separation date.	
VOLUNTARY BENEFITS			
Voluntary Benefits	Options to continue coverage vary	Information regarding how to continue coverage mailed from benefit providers.	Contact Benefits Service Center: 1-800-964-4780

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LIFE / SHORT- & LONG-TERM DISABILITY INSURANCE			
Life Insurance (Teammate, Spouse, & Child Life)	Policy is portable	Information regarding how to continue coverage mailed from New York Life, and elections must be made within 30 days from your last day of active employment.	You may also call New York Life at 800-362-4462
Short- & Long-Term Disability	Not eligible for continuation coverage	Your coverage as an active employee in the short-term disability if elected with The Hartford and long-term disability, which is company-paid with New York Life, will end on your last day of active work.	No action needed
RETIREMENT – QUALIFIED PLANS			
403(b), 457 Retirement Savings Plans	Contributions end with last paycheck	Please note that in order to close out your Corebridge Financial account, your termination date must be entered into the Atrium Health Navicent HR system and transmitted to Corebridge Financial through the normal course. Process may take up to 30 days.	If you are a participant in the Atrium Health Navicent 403(b) or 457 Retirement Savings plans, contact Corebridge Financial directly about your options for your balance. You may call one of the local advisors at 478-633-2609 or the Corebridge Financial Customer Service Center at 1-800-448-2542.
Pension	Benefit accruals ended December 31, 2013	If you are vested in the Atrium Health Navicent Pension Plan, you should have received a final pension statement. If you have not received a statement, or if you need an additional copy, please contact the Atrium Health Navicent Pension Center at 650-351-8217.	Call Atrium Health Navicent Pension Center 650-351-8217
PAYCHECK & Form W2			
Document	What to Expect		Action Needed (Your Responsibility)
Paycheck	Payment received on next pay date based on pay cycle. Direct Deposit will remain with what is on file. Payroll will mail a copy of the pay advice to the address on file.		Contact HR Service center at 478-633-1510 to reach Payroll.
PTO Payout	Eligible earned PTO hours are paid within two paychecks after date of separation. PTO payout is per policy according to the following: <ul style="list-style-type: none"> If separation date is in the first six months of employment, teammate receives no earned PTO hours If separation date is after completion of the pay period in which the sixth month falls, teammate receives 100% of earned PTO hours 		No action needed
Form W-2	Completed annually and generally available after January 31 st via ADP.		If you do not have your username and password from ADP, please, contact HR Service center at 478-633-1510 to reach Payroll. The payroll team will provide you a temporary username and password.

Information: [Contact HR Service Center](#) | Phone: 478-633-1510 | Email: HRServicecenter@AtriumHealth.org

This document is intended to answer questions around certain benefits. The plan documents will prevail in the event of any differences between this information, or any other summary or participant communications, relative to the Atrium Health Navicent benefits. Atrium Health Navicent has the right to amend, modify, terminate or discontinue any benefit plan.

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